

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION

POSITION TITLE: PERFORMING ARTS CENTER (PAC) MANAGER

POSITION LOCATION: ASDB/Tucson

POSITION REPORTS TO: Director of Operations

POSITION SUPERVISES: Technical Director, Technical Aides, Event Assistance, Stage Hands

MINIMUM QUALIFICATIONS: College degree in Business Management and or Theater Arts Management, or related field. Two years of experience in performing arts, program management, and supervision. Related training may be substituted for experience.

PREFERRED QUALIFICATIONS: Two years experience in a business environment with emphasis on project budgeting, computer skills with experience using Microsoft Office products and HTML and Web editing software, sign language skills, experience working with the sensory impaired, experience with sound and lighting systems and building maintenance.

MAJOR DUTIES AND RESPONSIBILITIES: Schedules and markets use of the Berger Performing Arts Center (PAC); maintains and adjust calendars as needed and provides copies to various campus departments and staff; negotiates fees and contracts, periodically evaluating rates for use of facilities and adjustments accordingly. Manages PAC operations, including scheduling maintenance, repair, purchasing supplies; recommends and makes approved changes in business operations. Works with staff to accommodate school requirements, assists with theatrical and musical productions, use of facilities. Teaches theater operations to staff, students and helpers. Uses computer to conduct business and to communicate with HVAC system. Operates and maintains lighting and sound equipment and fly grid system in conjunction with Technical Director. Forecasts and manages annual fiscal year budget and Enterprise Funds. Provide technical expertise on and off site as needed to theater and other activity support as requested or needed. Supervise student volunteers and staff assigned, including, but not limited to recommending staff for hire and separation, evaluation, training, and disciplinary actions. Schedules other school facilities for use by outside groups. Adheres to all state, local, and agency laws, rules and policies in carrying out responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of sales and marketing techniques; technical knowledge of sound, lighting and fly grid systems; knowledge of word processing, desktop publishing, spreadsheets, database, web page/html and various graphics programs; able to work with sensory impaired students and staff; skill in supervision.

SPECIAL CONDITIONS/REQUIREMENTS: May require evening and weekend work as required by event booking. Must pass a beginning sign language class within one year of employment.

PAY PLAN: <u>Classified</u>	GRADE: <u>15</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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